

IFI VENUE HIRE Third Party Communications

The Irish Film Institute regularly hires out its venues to third parties alongside running its own film programming. Below is a list of criteria which will assist in avoiding confusion for the public when coming to an event that is being managed by an external organisation.

Event Contact Details

These should be the details of the hosting body so that all questions and referrals are made directly to them.

Referencing the Event Venue

The host venue should ideally be referred to as **Irish Film Institute**.

Event location details

Irish Film Institute, 6 Eustace Street, Temple Bar, Dublin 2

Location Acknowledgement

Generally, Irish Film Institute is in no way to be implicated as sanctioning or partnering with your event. The Irish Film Institute name is solely to be used as the location for the hosting of the event. There are exceptions to this where an agreement has been made with Irish Film Institute.

Photos

Photos of the building or spaces beyond those used for hire are not to be used in relations to your event without consent and sign off from the Irish Film Institute team. If you wish to explore the possibility of taking photos outside of these spaces please contact the Irish Film Institute team at least **one week** before your event.

Listings

When circulating details on the event, please ensure that the event is clearly listed with the relevant contact details of the host, where tickets can be purchased, and Irish Film Institute listed as the venue. Please do not include Irish Film Institute's contact information or website address if it is not relevant.

Host Name

If the public details of who is presenting the event are different to those that you are making the booking under, please let the Irish Film Institute hire team know so to avoid any confusion in the lead up to the day.

Press Releases / Event Copy

Any reference to the Irish Film Institute should solely be made as a point of indicating the event location. The main body of the copy of the text should refer to the event itself and should not outline any aspect of Irish Film Institute's work or any correlation with the event. There should be no inference that the event is in any way affiliated with or supported by Irish Film Institute unless this has been agreed at the time of booking.

Media Coverage/Competitions

Again, it is requested that any reference to Irish Film Institute is solely in relations to it being the event venue. Images of the event location to promote events in media coverage, footage for videos or online are

not permitted without permission from Irish Film Institute. Similarly referencing the name Irish Film Institute to promote the event in competition questions or tie breakers is not permitted.

Social Media

Irish Film Institute are not to be tagged into social media posts, or inferred that they are partners in the event unless agreed with Irish Film Institute.

Photos of the building beyond the hires used for third party hire are not to be included in social media posts. Permission is given for photos of your event to be used only.

Logo Usage

Use of the Irish Film Institute logo on any print or digital collateral should only be with permission of Irish Film Institute. Logo use is generally reserved for partner and collaborative events, some exceptions to this may apply.

No display materials, notices or posters may be hung in the main foyer, Cafe Bar or corridor without prior approval.

Filming at Irish Film Institute

As per the third party agreement, crews must have the necessary insurance cover. Storage and space in the venue is limited and this should be factored into shooting schedules.

Film crews must ensure that their equipment is kept neat and tidy while filming in the building, it must not obstruct entranceways or access to cinemas for patrons. If there is a requirement to talk to Irish Film Institute staff on the floor, this should be cleared ahead of any filming - this is to ensure that the staff can cover the needs of the public as priority whilst also facilitating any requests as well as ensuring an appropriate member of staff is made available.

Events listings on IFI's website

Irish Film Institute lists its own and mission-related events on our website at www.ifi.ie. Please note it does not list third party hires there. Sometimes, an exception is made if the event is considered relative to the Irish Film Institute mission and target audience. Please ask the venue hire team if this is something that you would like to explore.

Sponsorship/Collaborators

If another party is involved in your event or sponsoring your event, Irish Film Institute is to be informed. This is to check that there is no conflict of interest with our policies.

Insurance and Risk

The Irish Film Institute will not be responsible for the loss or damage to the property of the hirer arising out of the holding of a third party event or any injury which may be incurred by, or be done by, or happen to, any person during the holding of a third party event arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure or supply of electricity or telephone, leakage of water, fire, riot, government restriction or act of God which may cause the IFI's premises to be temporarily closed or the event interrupted.

The Irish Film Institute does not accept responsibility for the property of customers or guests. Any goods deposited are left at the owner's risk and without any liability on the part of the Irish Film Institute.

The hirer shall be held responsible for insuring all equipment brought onto the premises and for any damage caused to the property of the Irish Film Institute.

Any incidents or complaints must be reported to the Box Office Manager or Venue Hire Manager immediately on the day of the hire.